

BUILDINGS AND SAFETY ENGINEERING (13)

AGENCY PLAN MISSION, GOALS AND BUDGET SUMMARY

AGENCY MISSION:

The mission of the Buildings and Safety Engineering Department is to provide for the safety, health and welfare of the general public as it pertains to buildings and their environs in an efficient, cost effective, user-friendly and professional manner.

AGENCY GOALS:

1. Ensure the safe design and construction of buildings and installation of components by enforcing current nationally recognized codes as established by ordinance.
2. Maintain the stability and safety of neighborhoods by enforcing the property maintenance code and other related ordinances.
3. Ensure peace and safety of the public by enforcing zoning codes, conditions and other relevant regulations. Satisfy business, residential and other customer needs.
4. Operate the department in a financially responsible manner to provide for a lower cost of government and pass efficiencies along to customers.
5. Build and maintain a high-performance organization that is the department sought by employees to work in and results in national, state and local respect for the skills and expertise of the employees.
6. Reduce the number of vacant and dangerous structures within the City.

AGENCY FINANCIAL SUMMARY:

2003-04 <u>Requested</u>		2002-03 <u>Budget</u>	2003-04 <u>Recommended</u>	Increase (Decrease)
\$ 25,961,166	B & SE Appropriations	\$ 25,546,256	\$ 25,797,724	\$ 251,468
<u>27,495,082</u>	Grant Appropriations	<u>11,245,986</u>	<u>12,857,407</u>	<u>1,611,421</u>
\$ 53,456,248	Total Appropriations	\$ 36,792,242	\$ 38,655,131	\$ 1,862,889
\$ 27,989,525	Departmental Revenues	\$ 21,550,000	\$ 24,992,333	\$ 3,442,333
\$ -	City Subsidy - B&SE	\$ 3,996,256	\$ 805,391	\$ (3,190,865)
<u>27,495,082</u>	Grant Revenues	<u>11,245,986</u>	<u>12,857,407</u>	<u>1,611,421</u>
\$ 55,484,607	Total Revenues	\$ 36,792,242	\$ 38,655,131	\$ 1,862,889
\$ (2,028,359)	NET TAX COST:	\$ -	<u>\$ -</u>	\$ -

AGENCY EMPLOYEE STATISTICS:

2003-04 <u>Requested</u>		2002-03 <u>Budget</u>	04-01-03 <u>Actual</u>	2003-04 <u>Recommended</u>	Increase (Decrease)
251	City Positions	321	298	307	(14)
<u>37</u>	Block Grant Positions	<u>40</u>	<u>20</u>	<u>49</u>	<u>9</u>
288	Total Positions	361	318	356	(5)

ACTIVITIES IN THIS AGENCY:

	2002-03 <u>Budget</u>	2003-04 <u>Recommended</u>	Increase (Decrease)
Administration and Licenses	\$ 6,637,187	\$ 8,668,899	\$ 2,031,712
Inspection Services	18,909,069	17,128,825	(1,780,244)
Nuisance Abatement/Repair to Own	500,000	454,244	(45,756)
Demolition Administration	<u>10,745,986</u>	<u>12,403,163</u>	<u>1,657,177</u>
	\$ 36,792,242	\$ 38,655,131	\$ 1,862,889

BUILDINGS AND SAFETY ENGINEERING (13)

ADMINISTRATION, LICENSES AND PERMITS, PLAN REVIEW ACTIVITY INFORMATION

ACTIVITY DESCRIPTIONS: ADMINISTRATION, LICENSES AND PERMITS AND PLAN REVIEW

The **Administration Division** is responsible for management, planning, program development, customer relations, accounting and technology functions. The Administrative Division also conducts administrative hearings for code variances. The Accounting group in the Administrative Division provides financial oversight, including DRMS, budget, and accounts payable duties. The functions of the Accounts Receivable Unit are incorporated into the Licenses and Permits Division. Functions will comprise of billing, collection and accounting for funds associated with department operations, management of the insurance escrow and rent escrow payments. Issuance of professional licenses and renewal notices; permits and acceptance of payment for licenses including those issued by Inspection Services. Further responsibilities will consist of new and renewal applications for several business licenses, collection of delinquent license fees and identifying new license businesses. (Formerly lodged in Consumers Affairs)

The **Plan Review Center** is responsible for ensuring compliance to City adopted Codes and Ordinances in the design of buildings. The staff perform review and approvals of construction plans (design drawings, work description) which involves Building, Electrical, Mechanical and Plumbing Code compliance verification; they review and approve applications for homeowner trade permits, building permits, demolition permits, awning permits, sign permits and canopy permits. They also perform compatibility studies, zoning verification, land use grant inspection, zoning variance request processing and coordination of plan review by other agencies, such as Health, DWSD, City Engineering and Fire. This Center has seen consistent growth in permit volumes over the last five years. The “One Stop Shop” design of the **Plan Review Center** allows for B&SE to efficiently route plans to other city agencies for review. Recent renovations has enabled the department to provide one location where representatives of agencies such as: Fire, Health, and B&SE divisions can provide on-site assistance to customers; thereby eliminating the need for customers to visit multiple locations.

GOALS:

1. Operate the department in a financially responsible manner to strive towards self-sufficiency.
2. Build and maintain a high-performance organization for employees to work in and results in national, state and local respect for the skills and expertise of our employees.
3. Satisfy business, residential and other customer needs.

MAJOR INITIATIVES:

Buildings and Safety Engineering will continue the engagement of senior management in planning workshops to assist in developing future direction and goals for the department. Sessions will focus on the evaluation of all services provided to determine which services most effectively contributes to the City’s goals.

In accordance with the Michigan Construction Code, B&SE completed a rate structure review during the 2002-03 fiscal year to determine the comprehensive cost of service rather than the flow of resources. The 2003-04 Budget reflects modest improvements based upon inspection and user fee increases.

The department will continue to improve reliability and accuracy of billings, thereby increasing collections and decreasing the number of unpaid permits, inspections and licenses. We will reorganize the department for greater administrative and financial management. This will also include improving our complaint tracking system, response time to customers, and to focus on accommodating timely plan review and consolidating plans to provide DWSD and DPW staff with onsite plan review to reduce plan review time.

With the assistance of the Law Department, B&SE recently piloted a small claims collection effort and expect to conduct an aggressive collection program during the 2003-04 fiscal year.

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PLANNING FOR THE FUTURE:

Continue the Tidemark software implementing program by enhancing the permit tracking system. The permit tracking system will have the ability to accept payments and track payments based upon the department's collection. The other components includes the Inter-active Voice Response (IVR) module. The IVR module will enable the department to improve upon its responsiveness to customer inquiries.

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ADMINISTRATION, LICENSES AND PERMITS MEASURES AND TARGETS

Goals: Measures	2000-01 Actual	2001-02 Actual	2002-03 Projection	2003-04 Target
Operate the Department self-sufficiently:				
Number of inspection fees billed ¹	24,180	22,568	30,000	30,000
Inspection fees rendered	2,450,000	9,602,392	12,000,000	13,500,000
Percentage of fees collected	40%	50%	60%	75%
Percent of mail-in payments processed daily: less than 2 months old	80%	85%	95%	95%
Build and maintain a high performance organization:				
Training hours per employee	12	12	12	10
Frequency of employee awards	Monthly	Quarterly	Quarterly	Quarterly
Number of employees recognized	320	60	75	75
Number of employee participation teams	7	5	5	5
Number of customer groups which meet regularly with Department	4	4	4	4
Satisfy business, residential and other customer needs:				
Total Permits issued	29,900	26,226	23,500	23,500
Business licenses	1,936	2,685	2,000	2,000
Occupational licenses	6,900	7,346	7,000	7,000
Number of weeks for decision from hearing date	6	6	8	6
Zoning reviews	180	156	200	210
Petitions processed	42	18	40	40
Major construction plans reviewed and tagged in	595	680	600	600
Major projects reviewed and Permits issued	597	727	600	600
Other construction plans reviewed/building permits issued on demand	6,430	5,649	5,400	5,500
Total building permits issued	7,025	6,899	6,000	6,100
Demolition permits issued	3,183	3,144	2,500	2,500
% of permits issued within 4 weeks	94%	95%	95%	95%
Activity Costs	\$6,211,407	\$5,433,779	\$6,637,187	\$8,668,899

¹those accounts billed that are not normally pre-paid.

CITY OF DETROIT
Buildings and Safety Engineering Department
Financial Detail by Appropriation and Organization

Administration	2002-03 Redbook		2003-04 Dept Final Request		2003-04 Mayor's Budget Rec	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Administration and Licenses						
<i>APPROPRIATION</i>						
<i>ORGANIZATION</i>						
10814 - Administration and Licenses						
130010 - Administration	0	\$0	0	\$0	0	\$0
130310 - Administration	16	\$4,492,729	16	\$5,204,047	16	\$5,449,130
130312 - Licenses and Permits	13	\$624,190	0	\$0	47	\$2,113,043
130314 - Plan Review	15	\$1,081,909	14	\$736,127	14	\$1,106,726
130316 - Accounts Receivable	13	\$438,359	13	\$1,860,116	0	\$0
APPROPRIATION TOTAL	57	\$6,637,187	43	\$7,800,290	77	\$8,668,899
ACTIVITY TOTAL	57	\$6,637,187	43	\$7,800,290	77	\$8,668,899

CITY OF DETROIT
Budget Development for FY 2003 - 2004
Appropriations - Summary Objects

	2002-03 Redbook	2003-04 Dept Final Request	2003-04 Mayor's Budget Rec
AC0513 - Administration & Licenses			
<i>A13000 - Buildings and Safety Engineering Depar</i>			
SALWAGESL - Salary & Wages	2,333,747	2,507,129	2,944,786
EMPBENESL - Employee Benefi	1,203,020	1,433,280	1,649,146
PROFSVCSL - Professional/Cont	20,000	220,000	138,000
OPERSUPSL - Operating Supplie	79,280	178,280	178,280
OPERSVCSL - Operating Service	3,109,988	3,197,001	3,523,860
CAPEQUPSL - Capital Equipmen	0	252,100	224,144
OTHEXPSSL - Other Expenses	(108,848)	12,500	10,683
<i>A13000 - Buildings and Safety Enginee</i>	<i>6,637,187</i>	<i>7,800,290</i>	<i>8,668,899</i>
AC0513 - Administration & Licenses	6,637,187	7,800,290	8,668,899
Grand Total	6,637,187	7,800,290	8,668,899

BUILDINGS AND SAFETY ENGINEERING (13)

INSPECTION SERVICES ACTIVITY INFORMATION

ACTIVITY DESCRIPTION: INSPECTION SERVICES

Inspection Services are primarily responsible for protection of the public health, safety and welfare in new and existing buildings. Several Divisions associated with code enforcement are in this Activity.

The **Mechanical/Electrical Division** includes three inspection sections (elevators, boiler, and mechanical) is responsible for the regulation of the design, installation, and maintenance of equipment. The Examination Section is responsible for all testing of business and occupational licenses relating to the operation of the above equipment. The Court Enforcement Section is responsible for ensuring compliance of mechanical violations and abatement of consumer fraud through owner identification procedures and issuance of tickets, and instrumental in the arraignment and the sentencing of violators. Electrical inspection and contractor examination, and journeyman licenses examinations are also performed.

The **Housing/Plumbing Division** performs periodic inspections of hotels, motels, multi-family and other rental properties, and pre-sale inspections of one and two family dwellings. Plumbing inspection, contractor examination, licensing and cross-connection control inspections for protection of potable water distribution systems is included.

The **Buildings Division** ensures that construction methods agree with approved plans, which are in concert with building codes and standards, and performs periodic and complaint inspections of existing buildings. In addition, the Buildings Division in cooperation with the Demolition Administration is charged with management of the dangerous buildings process.

The **Zoning Unit** will be responsible for processing all special land use requests, (permitted with approval use, regulated, and controlled uses) verify all required neighborhood survey petitions, review all proposals to erect cellular telephone towers and work with staff of City Planning Commission (CPC) and Planning and Development Department (P&DD) on land use issues, amendments and updates to the Detroit Zoning Ordinance.

GOALS:

1. Ensure the safe design and construction of buildings and installation of components by enforcing current nationally recognized codes as established by ordinance.
2. Maintain the stability and safety of neighborhoods by enforcing the property maintenance code and other related ordinances.
3. Ensure peace and safety of the public by enforcing the official zoning ordinances of the City of Detroit, conditions and other relevant regulations.
 - Increase special land use grant enforcement through annual audits of grant conditions.

MAJOR INITIATIVES:

During the 2003-04 Budget, the department intends to continue its current Neighborhood stabilization efforts. In 2002-03, staff have participated on the Mayor's citywide committee to activate the Municipal Ordinance Violations Bureau, and on the "SWAT Team" organizing the field activities of city enforcement agencies. In 2003-04, staff will be part of the implementation of the Administrative Hearings Bureau proposed under the Department of Administrative Hearings.

The Zoning Enforcement Unit began writing municipal civil infractions violations in 2002-03.

Based upon the success of the housing inspection program and in an effort to deliver more cost effective services, the department shifted the plumbing functions to the Housing Division during Fiscal Year 2002-03.

BUILDINGS AND SAFETY ENGINEERING (13)

During Fiscal Year 2002-03, the **Mechanical Division** successfully extricated itself from the pre-sale inspection process with the introduction of electronic carbon monoxide devices, along with intense training of the Housing Inspectors within the Housing Division. This has resulted in a 90% reduction in the number of heating inspections that must be completed by the Mechanical Division for the pre-sale housing process. Based upon this process improvement, the Mechanical Inspection staff has shifted their priority to the Biennial Programs in an effort to comply with the 'kids, cops, clean' initiative and maintain Detroit as a major accident free area relative to Boilers, Elevators, and Mechanical equipment operations.

With City Council approval of a new state-of-the-art Property Maintenance Code, a new **Property Maintenance Division** will provide periodic inspections to all existing structures to encourage property maintenance and stabilize neighborhood communities, supporting the 'kids, cops, clean' initiative. The adoption and enforcement of the property maintenance code as a municipal civil infraction, is expected to bring annual inspections to commercial properties to ensure their maintenance. The Property Maintenance Division, along with the Zoning Enforcement Unit will write tickets under Administrative Hearings procedures.

PLANNING FOR THE FUTURE:

Departmental reorganization and the continuation of the Tidemark permitting system are the foundation for future department operations.

The Zoning Enforcement Unit will absorb the land use grant inspection and zoning verification function to better coordinate those activities.

Fiscal Year 2003-04, Electrical Division will merge with Mechanical Division. Plumbing Division will merge with the Housing Division. The joining of these divisions will allow the department to realign its management structure while achieving financial savings without sacrificing service delivery.

The Buildings and Demolition Divisions will work cooperatively to ensure that enforcement will continue into the next fiscal year with a continued focus on vacant structure near schools to support the 'Kids, Cops, Clean' initiative.

B&SE will continue to work with DWSD to identify the best method to provide cross connection service to those facilities in need of the program.

BUILDINGS AND SAFETY ENGINEERING (13)

INSPECTION SERVICES FOR MECHANICAL/ELECTRICAL DIVISION MEASURES AND TARGETS

Goals: Measures	2000-01 Actual	2001-02 Actual	2002-03 Projection	2003-04 Target
Enforce codes within the framework of current nationally recognized codes:				
Number of mechanical permits issued	7,901	7,534	8,000	7,600
Boilers safety inspections	2,033	5,287	5,300	5,035
Elevators safety inspections	1,723	2,675	3,200	3,040
Heating equipment safety inspections	6,244	12,473	18,000	17,100
Refrigeration equipment safety inspections	3,769	3,140	3,150	2,993
Number of Electrical inspections	16,000	12,919	16,000	16,000
Number of Electrical permits issued	7,011	7,300	7,300	7,300
% of electrical inspections billed	100%	100%	100%	100%
% of electrical inspections paid	90%	95%	95%	95%
Average days for inspection response	8	7	6	5
Mechanical/Electrical Division Cost	\$3,964,691	\$4,545,626	\$7,191,459	\$6,793,049

INSPECTION SERVICES FOR HOUSING/PLUMBING MEASURES AND TARGETS

Goals: Measures	2000-01 Actual	2001-02 Actual	2002-03 Projection	2003-04 Target
Maintain the stability and safety of neighborhoods by enforcing property-related codes:				
Number of pre-sale housing inspections paid	9,152	10,710	9,500	9,000
Number of rental registrations paid	3,927	1,976	5,000	5,000
Court cases filed	4,800	2,160	4,500	720
Enforce codes within the framework of current nationally recognized codes:				
Plumbing inspections – cross connections	2,500	2,924	3,400	3,500
Plumbing permits issued	4,071	3,654	3,288	3,200
% Plumbing inspections billed	90%	100%	100%	100%
% Plumbing inspections paid	77%	62%	75%	100%
Housing /Plumbing Division Cost	\$5,073,111	\$4,634,668	\$5,919,067	\$3,928,077

BUILDINGS AND SAFETY ENGINEERING (13)

INSPECTION SERVICES FOR BUILDINGS DIVISION MEASURES AND TARGETS

Goals: Measures	2000-01 Actual	2001-02 Actual	2002-03 Projection	2003-04 Target
Enforce codes within the framework of current nationally recognized codes:				
% of violation citations issued	20%	20%	20%	15%
Citations being litigated	400	500	500	400
% of annual building inspections billed	60%	100%	100%	100%
% of annual building inspections paid	56%	60%	65%	80%
Building inspections	20,000	40,548	40,000	45,000
Maintain the safety and stability of neighborhoods by enforcing property-related codes:				
Number of dangerous buildings inspected/processed for demolition	6,596	28,980	26,000	24,000
Number of barricaded buildings	4,670	6,545	7,600	7,200
New dangerous building complaints per month	422	815	524	500
Building Division Cost	\$4,341,902	\$4,803,521	\$5,798,543	\$6,407,699
Activity Cost	\$13,379,704	\$13,983,815	\$18,909,069	\$17,128,825

CITY OF DETROIT
Buildings and Safety Engineering Department
Financial Detail by Appropriation and Organization

Electrical Inspections	2002-03 Redbook		2003-04 Dept Final Request		2003-04 Mayor's Budget Rec	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<i>APPROPRIATION</i>						
<i>ORGANIZATION</i>						
10815 - Inspections						
130041 - Electrical	0	\$0	0	\$0	0	\$0
130316 - Accounts Receivable	0	\$0	34	\$0	0	\$0
130340 - Mechanical	62	\$4,746,229	86	\$6,788,737	86	\$6,793,049
130341 - Electrical	31	\$2,445,230	0	\$0	0	\$0
130343 - Plumbing	20	\$1,585,160	0	\$0	0	\$0
130345 - Housing\Inspections	65	\$4,333,907	71	\$5,261,389	74	\$3,928,077
130346 - Buildings	83	\$5,613,197	43	\$3,374,826	45	\$3,789,895
130347 - Zoning	3	\$185,346	3	\$181,760	3	\$185,865
APPROPRIATION TOTAL	264	\$18,909,069	237	\$15,606,712	208	\$14,696,886
11110 - Property Maintenance Enforcement						
130320 - Property Maintenance Enforcement	0	\$0	32	\$2,554,164	22	\$2,431,939
APPROPRIATION TOTAL	0	\$0	32	\$2,554,164	22	\$2,431,939
ACTIVITY TOTAL	264	\$18,909,069	269	\$18,160,876	230	\$17,128,825

CITY OF DETROIT
Budget Development for FY 2003 - 2004
Appropriations - Summary Objects

	2002-03 Redbook	2003-04 Dept Final Request	2003-04 Mayor's Budget Rec
AC1013 - Inspection Services			
<i>A13000 - Buildings and Safety Engineering Depa</i>			
SALWAGESL - Salary & Wages	12,348,597	11,143,515	10,764,688
EMPBENESL - Employee Benefi	6,148,802	6,235,110	5,969,994
OPERSUPSL - Operating Suppli	7,641	3,641	3,641
OPERSVCSL - Operating Servic	397,500	391,856	354,748
CAPEQUPSL - Capital Equipmei	0	74,300	23,300
CAPOUTLSL - Capital Outlays/I	0	300,000	0
OTHEXPSSL - Other Expenses	6,529	12,454	12,454
<i>A13000 - Buildings and Safety Engine</i>	<i>18,909,069</i>	<i>18,160,876</i>	<i>17,128,825</i>
AC1013 - Inspection Services	18,909,069	18,160,876	17,128,825
Grand Total	18,909,069	18,160,876	17,128,825

BUILDINGS AND SAFETY ENGINEERING (13)

NUISANCE ABATEMENT/REPAIR TO OWN PROGRAM ACTIVITY INFORMATION

ACTIVITY DESCRIPTION: NUISANCE ABATEMENT/REPAIR TO OWN

This activity will comprise of staff who will be responsible for administering both the Nuisance Abatement/Repair to Own Program.

GOAL:

Maintain the stability and safety of neighborhoods by enforcing the Nuisance Abatement and Repair to Own ordinances.

- Process Nuisance Abatement applications within the time parameters of the ordinance.
- Assure applicants comply with code requirements.
- Monitor Nuisance Abatement contracts for compliance in a timely manner, thereby reducing terminations.

MAJOR INITIATIVES:

To continue to ensure that open contracts remain in compliance and that properties move to successful completion or termination.

PLANNING FOR THE FUTURE:

Refine the Nuisance Abatement Ordinance.

BUILDINGS AND SAFETY ENGINEERING (13)

NUISANCE ABATEMENT/REPAIR TO OWN PROGRAM MEASURES AND TARGETS

Goals:	2000-01	2001-02	2002-03	2003-04
Measures	Actual	Actual	Projection	Target
Maintain the stability and safety of neighborhoods by enforcing the Nuisance Abatement Ordinance:				
Applications received	2,000	2,000	2,000	2,000
Locations inspected - current year	7,200	3,339	4,000	6,000
Contracts signed-current year	6	0	5	25
Contracts competed-current year	47	19	48	75
Contracts completed-program to date	311	337	385	460
Deeds conveyed-current year	52	20	40	70
Deeds conveyed - program to date	291	318	338	408
Program costs to date	5,824,388	6,202,758	6,450,000	6,000,000
Cost per deed (w/o rehabilitation grant funding)	20,000	19,505	16,500	15,000
Activity Costs	\$365,468	\$473,587	\$500,000	\$454,244

CITY OF DETROIT
Buildings and Safety Engineering Department
Financial Detail by Appropriation and Organization

Housing - BG	2002-03		2003-04		2003-04	
	Redbook		Dept Final		Mayor's	
Nuisance Abatement BG			Request		Budget Rec	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<hr/>						
<i>APPROPRIATION</i>						
<i>ORGANIZATION</i>						
04356 - Nuisance Abatement BG						
130070 - Housing - BG	6	\$500,000	5	\$522,748	6	\$454,244
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
APPROPRIATION TOTAL	6	\$500,000	5	\$522,748	6	\$454,244
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
ACTIVITY TOTAL	6	\$500,000	5	\$522,748	6	\$454,244

CITY OF DETROIT
Budget Development for FY 2003 - 2004
Appropriations - Summary Objects

	2002-03	2003-04	2003-04
	Redbook	Dept Final	Mayor's
		Request	Budget Rec
AC1513 - Nuisance Abatement			
<i>A13000 - Buildings and Safety Engineering Depar</i>			
SALWAGESL - Salary & Wages	240,546	245,053	292,046
EMPBENESL - Employee Benefi	122,382	140,623	162,198
OPERSVCSL - Operating Service	25,032	25,032	0
OTHEXPSSL - Other Expenses	112,040	112,040	0
<i>A13000 - Buildings and Safety Enginee</i>	<i>500,000</i>	<i>522,748</i>	<i>454,244</i>
AC1513 - Nuisance Abatement	500,000	522,748	454,244
Grand Total	500,000	522,748	454,244

BUILDINGS AND SAFETY ENGINEERING (13)

DEMOLITION PROGRAM ACTIVITY INFORMATION

ACTIVITY DESCRIPTION: VACANT HOUSING RESCUE/DEMOLITION ACTIVITY

This activity includes staff assigned to administrative and operational functions. A combination of city crews and private contractors demolish large and small structures. Administrative staff let and monitor contracts to demolish larger more complex buildings after determining their viability for rehabilitation.

GOAL:

Reduce the number of vacant and dangerous structures within the City.

MAJOR INITIATIVES:

To assist in the “kids, cops, clean” initiative, we will continue to prioritize demolition of dangerous structures based on their proximity to schools and other institutions serving children.

Monitor asbestos and demolition contracts for compliance with the National Emission Standard for Hazardous Air Pollutants (NESHAP) regulations. Also, ensure that employees are trained properly to monitor asbestos related activities.

Survey 3,500 structures for asbestos containing material and continue to identify all open or imminently dangerous buildings within 400 yards of a public school.

PLANNING FOR THE FUTURE:

Continue with the enforcement of City codes relative to dangerous structures. This activity will include barricaded structures, requiring rehabilitation plans for occupancy. Demolition of structures that are open to trespass will continue.

To work cooperatively with the Buildings Division to ensure that enforcement will continue into the next fiscal year with a continued focus on vacant structures near schools to support the ‘Kids, Cops, Clean’ initiative.

Consolidate demolition contracts for asbestos abatement procedures to reduce the cost of demolition.

BUILDINGS AND SAFETY ENGINEERING (13)

DEMOLITION PROGRAM MEASURES AND TARGETS

Goals: Measures	2000-01 Actual	2001-02 Actual	2002-03 Projection	2003-04 Target
Reduce number of vacant and dangerous structures within the City:				
Number of residential structures removed timely ¹	389	450	100	180
Number of commercial structures removed timely ²	117	150	15	50
Buildings Demolished	2,217	2,250	650	1,200
Activity Costs	\$15,285,173	\$17,236,325	\$10,745,986	\$12,403,163

¹ “Timely” refers to within 90 days of receipt of demolition order.

² “Timely” refers to within 120 days of receipt of demolition order.

CITY OF DETROIT
Buildings and Safety Engineering Department
Financial Detail by Appropriation and Organization

Demolition - Administration - B&SE	2002-03 Redbook		2003-04 Dept Final Request		2003-04 Mayor's Budget Rec	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Demolition - B&SE						
<i>APPROPRIATION</i>						
<i>ORGANIZATION</i>						
10829 - Demolition - B&SE						
130071 - Demolition - Administration - B&SE	34	\$10,745,986	16	\$26,258,546	43	\$12,403,163
130072 - Demolition	0	\$0	15	\$713,788	0	\$0
APPROPRIATION TOTAL	34	\$10,745,986	31	\$26,972,334	43	\$12,403,163
ACTIVITY TOTAL	34	\$10,745,986	31	\$26,972,334	43	\$12,403,163

CITY OF DETROIT
Budget Development for FY 2003 - 2004
Appropriations - Summary Objects

	2002-03 Redbook	2003-04 Dept Final Request	2003-04 Mayor's Budget Rec
AC2013 - Demolition Administration			
<i>A13000 - Buildings and Safety Engineering Depa</i>			
SALWAGESL - Salary & Wages	1,286,962	1,139,405	1,830,506
EMPBENESL - Employee Benefi	649,646	638,052	1,017,880
PROFSVCSL - Professional/Con	8,544,501	24,765,000	9,407,401
OPERSUPSL - Operating Suppli	263,877	263,877	58,876
OPERSVCSL - Operating Servic	1,000	166,000	88,500
<i>A13000 - Buildings and Safety Engine</i>	<i>10,745,986</i>	<i>26,972,334</i>	<i>12,403,163</i>
AC2013 - Demolition Administration	10,745,986	26,972,334	12,403,163
Grand Total	10,745,986	26,972,334	12,403,163

CITY OF DETROIT
Budget Development for FY 2003 - 2004
Appropriation Summary - Revenues

	2001-02 Actuals	2002-03 Redbook	2003-04 Dept Final Request	2003-04 Mayor's Budget Rec	Variance
A13000 - Buildings and Safety Engineering De					
<i>00006 - Administration and Operations</i>					
411100 - Business Licenses	358,606	0	0	0	0
413100 - Safety Inspection Charg	6,423,509	0	0	0	0
413110 - Construction Inspection	94,756	0	0	0	0
414100 - Trailer Coach Licenses	1,162	0	0	0	0
414110 - Other Profess-Occup Li	314,117	0	0	0	0
414125 - Other Licenses,Permits,	10,862,678	0	0	0	0
447370 - Sale-Mfrd & Reproduce	24,215	0	0	0	0
448115 - Other Fees	77,025	0	0	0	0
449125 - Personal Services	4,121,217	0	0	0	0
472205 - Insurance	14,750	0	0	0	0
474100 - Miscellaneous Receipts	2,093	0	0	0	0
<i>00006 - Administration and Operations</i>	<i>22,294,128</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>10817 - Administration and Operations</i>					
411100 - Business Licenses	0	200,000	1,700,000	1,700,000	1,500,000
413100 - Safety Inspection Charg	0	8,200,000	9,600,762	9,015,656	815,656
413110 - Construction Inspection	0	150,000	200,000	200,000	50,000
414110 - Other Profess-Occup Li	0	320,000	254,000	254,000	(66,000)
414125 - Other Licenses,Permits,	0	11,000,000	12,750,671	12,750,671	1,750,671
447370 - Sale-Mfrd & Reproduce	0	10,000	10,000	10,000	0
448115 - Other Fees	0	70,000	0	0	(70,000)
449125 - Personal Services	0	1,500,000	300,000	0	(1,500,000)
455180 - Other Fines	0	100,000	0	0	(100,000)
540105 - General Fund Contributi	0	3,996,256	0	805,391	(3,190,865)
<i>10817 - Administration and Operations</i>	<i>0</i>	<i>25,546,256</i>	<i>24,815,433</i>	<i>24,735,718</i>	<i>(810,538)</i>
<i>00231 - Inspections</i>					
413100 - Safety Inspection Charg	(899)	0	0	0	0
<i>00231 - Inspections</i>	<i>(899)</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>11110 - Property Maintenance Enforcement</i>					
455155 - Civil Infraction Fines	0	0	3,174,092	1,062,006	1,062,006
<i>11110 - Property Maintenance Enforcer</i>	<i>0</i>	<i>0</i>	<i>3,174,092</i>	<i>1,062,006</i>	<i>1,062,006</i>
<i>04356 - Nuisance Abatement BG</i>					
432200 - Gts-Comm Dev Block G	652,790	500,000	522,748	454,244	(45,756)
<i>04356 - Nuisance Abatement BG</i>	<i>652,790</i>	<i>500,000</i>	<i>522,748</i>	<i>454,244</i>	<i>(45,756)</i>
<i>10829 - Demolition - B&SE</i>					

CITY OF DETROIT
Budget Development for FY 2003 - 2004
Appropriation Summary - Revenues

	2001-02 Actuals	2002-03 Redbook	2003-04 Dept Final Request	2003-04 Mayor's Budget Rec	Variance
A13000 - Buildings and Safety Engineering De					
10829 - Demolition - B&SE					
432200 - Gts-Comm Dev Block G	0	10,745,986	26,972,334	12,403,163	1,657,177
10829 - Demolition - B&SE	0	10,745,986	26,972,334	12,403,163	1,657,177
A13000 - Buildings and Safety Engineering	22,946,019	36,792,242	55,484,607	38,655,131	1,862,889
Grand Total	22,946,019	36,792,242	55,484,607	38,655,131	1,862,889

CITY OF DETROIT
MAYOR'S 2003/2004 RECOMMENDED BUDGET

Buildings and Safety Engineering Department

Appropriation	REDBOOK FY	DEPT REQUEST	MAYORS FY
Organization	2002 2003 FTE	FY 2003 2004 FTE	2003 2004 FTE
Classification			
04356 - Nuisance Abatement BG			
130070 - Housing - BG			
Supervising Housing Inspector	1	1	1
Housing Inspector	3	3	3
Senior Clerk	1	1	1
Principal Comm Services Asst	1	1	1
Total Housing - BG	6	6	6
Total Nuisance Abatement BG	6	6	6
10814 - Administration and Licenses			
130310 - Administration			
Director - Bldg & Safety Eng	1	1	1
Deputy Director - B&SE	1	1	1
General Manager-Bldg & Safety	2	2	2
Admin Asst GD III	1	0	0
Admin Asst GD II - B & SE	2	2	2
Principal Clerk	1	1	1
Senior Clerk	1	2	2
Office Assistant III	2	2	2
Sr Governmental Analyst	1	1	1
Dept Info Technology Mgr	1	1	1
Executive Secretary III	1	1	1
Executive Secretary II	1	1	1
Clerk	1	1	1
Total Administration	16	16	16
130312 - Licenses and Permits			
Admin Sprv - License & Permit	1	0	1
Senior Clerk	6	0	16
Office Assistant III	2	0	2
Senior Teller	4	0	4
Sr Comm and Res License Invest	0	0	1
Admin Asst GD III	0	0	1

CITY OF DETROIT
MAYOR'S 2003/2004 RECOMMENDED BUDGET

Buildings and Safety Engineering Department

Appropriation	REDBOOK FY	DEPT REQUEST	MAYORS FY
Organization	2002 2003 FTE	FY 2003 2004 FTE	2003 2004 FTE
Classification			
10814 - Administration and Licenses			
130312 - Licenses and Permits			
Comm & Res Lic Investigator	0	0	2
Head Clerk	0	0	1
Principal Clerk	0	0	5
Senior Clerk/Teller	0	0	3
Clerk	0	0	4
Office Assistant I	0	0	7
Total Licenses and Permits	13	0	47
130314 - Plan Review			
Head Engineer - B & SE	1	1	1
Sr Asst Arch Eng - Design	1	1	1
Mechanical Inspector	1	1	1
Plumbing Inspector	1	1	1
Electrical Inspector	2	2	2
Building Inspector	3	3	3
Sr Governmental Analyst	1	1	0
Sr Information Technician	2	2	1
Associate Civil Eng - Design	1	1	2
Information Technician	2	2	1
Sr Assoc Struct Eng - Design	0	0	0
Clerk	0	0	1
Total Plan Review	15	15	14
130316 - Accounts Receivable			
Senior Clerk	4	4	0
Office Assistant II	7	7	0
Clerk	2	2	0
Total Accounts Receivable	13	13	0
Total Administration and Licenses	57	44	77
10815 - Inspections			
130041 - Electrical			
Supervising Electric Inspector	0	0	0

CITY OF DETROIT
MAYOR'S 2003/2004 RECOMMENDED BUDGET

Buildings and Safety Engineering Department

Appropriation	REDBOOK FY	DEPT REQUEST	MAYORS FY
Organization	2002 2003 FTE	FY 2003 2004 FTE	2003 2004 FTE
Classification			
10815 - Inspections			
130041 - Electrical			
Office Assistant II	0	0	0
Senior Clerk	0	0	0
Clerk	0	0	0
Office Assistant III	0	0	0
Electrical Inspector	0	0	0
Principal Clerk	0	0	0
Chief of Electrical Inspection	0	0	0
Total Electrical	0	0	0
130312 - Licenses and Permits			
Senior Clerk	0	0	0
Admin Sprv - License & Permit	0	0	0
Senior Teller	0	0	0
Office Assistant III	0	0	0
Total Licenses and Permits	0	0	0
130316 - Accounts Receivable			
Clerk	0	2	0
Admin Sprv - License & Permit	0	1	0
Senior Clerk	0	12	0
Sr Comm and Res License Invest	0	1	0
Head Clerk	0	1	0
Principal Clerk	0	5	0
Office Assistant III	0	2	0
Admin Asst GD III	0	1	0
Comm & Res Lic Investigator	0	2	0
Senior Teller	0	4	0
Senior Clerk/Teller	0	3	0
Total Accounts Receivable	0	34	0
130340 - Mechanical			
Chief of Mechanical Inspection	1	1	1
Supervising Boiler Inspector	1	1	1

CITY OF DETROIT
MAYOR'S 2003/2004 RECOMMENDED BUDGET

Buildings and Safety Engineering Department

Appropriation	REDBOOK FY	DEPT REQUEST	MAYORS FY
Organization	2002 2003 FTE	FY 2003 2004 FTE	2003 2004 FTE
Classification			
10815 - Inspections			
130340 - Mechanical			
Supervising Elevator Inspector	1	1	1
Sprv Mechanical Inspector	3	3	3
Boiler Inspector	5	5	5
Mechanical Inspector	27	27	25
Elevator Inspector	7	7	7
Office Management Assistant	1	1	1
Licenses Examiner - Mechanical	1	1	1
Head Clerk	1	1	1
Principal Clerk	0	1	1
Senior Clerk	2	2	3
Office Assistant III	2	2	4
Stenographer	1	1	0
Office Assistant II	5	5	6
Clerk	3	3	3
Supervising Electric Inspector	0	0	2
Electrical Inspector	0	0	19
Chief of Electrical Inspection	0	0	1
Principal Clerk	1	0	0
Service Information Clerk	0	0	1
Total Mechanical	62	62	86
130341 - Electrical			
Chief of Electrical Inspection	0	0	0
Supervising Electric Inspector	2	0	0
Electrical Inspector	20	0	0
Principal Clerk	1	1	0
Senior Clerk	2	0	0
Office Assistant III	2	0	0
Clerk	1	0	0
Office Assistant II	2	0	0
Boiler Inspector	1	0	0

CITY OF DETROIT
MAYOR'S 2003/2004 RECOMMENDED BUDGET

Buildings and Safety Engineering Department

Appropriation	REDBOOK FY	DEPT REQUEST	MAYORS FY
Organization	2002 2003 FTE	FY 2003 2004 FTE	2003 2004 FTE
Classification			
10815 - Inspections			
130341 - Electrical			
Principal Clerk	0	-1	0
Total Electrical	31	0	0
130343 - Plumbing			
Chief of Plumbing Inspections	1	0	0
Sprv Plumbing Inspector	2	0	0
Plumbing Inspector	14	0	0
Senior Clerk	1	0	0
Office Assistant II	2	0	0
Total Plumbing	20	0	0
130345 - Housing\Inspections			
Chief of Housing Inspections	1	1	0
Asst Chief - Housing Inspect	1	1	1
Supervising Housing Inspector	5	5	5
Housing Inspector	0	31	28
Head Clerk	1	1	1
Principal Clerk	2	2	2
Senior Clerk	7	7	6
Office Assistant III	1	1	1
Service Information Clerk	2	2	2
Office Assistant II	8	8	9
Clerk	6	6	5
Chief of Plumbing Inspections	0	0	1
Plumbing Inspector	0	0	12
Sprv Plumbing Inspector	0	0	1
Housing Inspector	31	0	0
Office Management Assistant	0	0	0
Principal Clerk	0	0	0
Total Housing\Inspections	65	65	74
130346 - Buildings			
Chief of Building Inspections	1	1	1

CITY OF DETROIT
MAYOR'S 2003/2004 RECOMMENDED BUDGET

Buildings and Safety Engineering Department

Appropriation	REDBOOK FY	DEPT REQUEST	MAYORS FY
Organization	2002 2003 FTE	FY 2003 2004 FTE	2003 2004 FTE
Classification			
10815 - Inspections			
130346 - Buildings			
Supervising Bldg Inspector	6	2	3
Building Inspector	42	23	23
Head Clerk	1	1	1
Principal Clerk	3	3	0
Office Management Assistant	1	1	1
Service Information Clerk	1	2	1
Sr Information Technician	1	0	1
Senior Clerk	7	2	2
Office Assistant III	5	2	2
Stenographer	1	0	1
Office Assistant II	12	5	5
Clerk	2	2	2
Principal Clerk	0	-3	0
Asst Chief - Bldg Inspections	0	1	1
Information Technician	0	1	1
Total Buildings	83	43	45
130347 - Zoning			
Code and Zoning Coord-B&SE	1	1	0
Junior City Planner - Research	1	1	1
Office Assistant III	1	1	1
Inter City Planner - Research	0	0	0
Manager I - Bldgs & Safety Eng	0	0	1
Total Zoning	3	3	3
Total Inspections	264	207	208
10829 - Demolition - B&SE			
130071 - Demolition - Administration - B&SE			
General Manager-Bldg & Safety	1	1	1
Admin Asst GD III	1	1	1
Principal Governmental Analyst	1	1	1
Head Constr Inspect Structure	1	0	0

CITY OF DETROIT
MAYOR'S 2003/2004 RECOMMENDED BUDGET

Buildings and Safety Engineering Department

Appropriation	REDBOOK FY	DEPT REQUEST	MAYORS FY
Organization	2002 2003 FTE	FY 2003 2004 FTE	2003 2004 FTE
Classification			
10829 - Demolition - B&SE			
130071 - Demolition - Administration - B&SE			
Sr Construction Inspector	5	0	0
Construction Equip Operator	4	0	0
Street Maint Sub-Foreman	1	0	0
Street Maint Foreman	1	0	0
Asst Sprv Street Maint and Con	1	0	0
Street Maint Helper	6	0	0
Vehicle Operator III	2	0	0
Vehicle Operator I	3	0	0
Office Assistant III	2	2	4
Office Assistant II	4	4	10
Clerk	1	1	1
Supervising Title Searcher	0	0	1
Title Searcher	0	0	5
Supervising Bldg Inspector	0	0	3
Building Inspector	0	6	16
Principal Clerk	0	0	0
Senior Clerk	0	0	0
Total Demolition - Administration - B&SE	34	16	43
130072 - Demolition			
Construction Equip Operator	0	4	0
Vehicle Operator III	0	2	0
Vehicle Operator I	0	3	0
Sprv of Street Maint and Const	0	1	0
Asst Sprv Street Maint and Con	0	-1	0
Street Maint Sub-Foreman	0	0	0
Street Maint Helper	0	6	0
Total Demolition	0	15	0
Total Demolition - B&SE	34	31	43

**CITY OF DETROIT
MAYOR'S 2003/2004 RECOMMENDED BUDGET**

Buildings and Safety Engineering Department

Appropriation	REDBOOK FY	DEPT REQUEST	MAYORS FY
Organization	2002 2003 FTE	FY 2003 2004 FTE	2003 2004 FTE
Classification			
11110 - Property Maintenance Enforcement			
130320 - Property Maintenance Enforcement			
Office Assistant II	0	0	5
Principal Clerk	0	0	1
Manager I - Bldgs & Safety Eng	0	0	1
Building Inspector	0	0	9
Office Assistant III	0	0	2
Electrical Inspector	0	0	0
Chief of Housing Inspections	0	0	1
Housing Inspector	0	0	3
Total Property Maintenance Enforcement	0	0	22
Total Property Maintenance Enforcement	0	0	22
Agency Total	361	288	356